



County of San Diego, Planning & Development Services
REZONE STAFF CHECKLIST
ZONING DIVISION

Please review [Rezone coversheet](#) for Electronic Submittal requirements

Record ID _____ Accepted for filing _____ by _____
Date Name

MORATORIA: Check YES, if project is affected by a moratorium. Refer to moratorium book under name of area.

YES NO
☐ ☐

ASSOCIATED DOCUMENTS AND REQUIRED INFORMATION

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Discretionary Permit Application (PDS-346). Make sure the applicant has filled out the front and signed the back. Check to see if applicant has had a pre-application conference. (See PDS-383 HOW TO PROCESS A REZONE REQUEST) |
| <input type="checkbox"/> | <input type="checkbox"/> | Ownership Disclosure (PDS-305). |
| <input type="checkbox"/> | <input type="checkbox"/> | Evidence of Legal Parcel (PDS-320). (Verify with DPW that the Covenants of Improvements of PM have been released/recorded). |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Letter (PDS-399F). |
| <input type="checkbox"/> | <input type="checkbox"/> | School Letters (PDS-399SC). Letter for each applicable school district. |
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer Letter (PDS-399S) or DEH approval memo. |
| <input type="checkbox"/> | <input type="checkbox"/> | Water Letter (PDS-399W) or DEH approval memo. |
| <input type="checkbox"/> | <input type="checkbox"/> | Acknowledgement of Filing Fees and Deposits (PDS-126). |

PUBLIC NOTICE PACKAGE

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Assessor's Map(s) properly marked. |
| <input type="checkbox"/> | <input type="checkbox"/> | Typed list. |
| <input type="checkbox"/> | <input type="checkbox"/> | One set of stamped and addressed envelopes. Use ONLY USPS Forever Stamps. |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Form PDS-524 with a vicinity map. If Rezone is linked to a Tentative Map, then form PDS-524 must indicate the surrounding zones. |
| <input type="checkbox"/> | <input type="checkbox"/> | Certification Forms PDS-299 and PDS-514. |

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5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA 92123 • (858) 565-5981 • (888) 267-8770

<http://www.sdcountry.ca.gov/pds>





County of San Diego, PDS, Zoning Division
REZONE STAFF CHECKLIST

Continued

ENVIRONMENTAL DOCUMENTS

YES NO
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Four (4) copies of AEIS (PDS-367), USGS map with site marked and photographs with directions marked;
OR

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Four (4) copies of Environmental Review Update Application (PDS-366) and one (1) copy of the original AEIS (PDS-366), USGS map with site marked and photographs with directions marked;
OR

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Urban Minor Subdivision Environmental Review Exemption (PDS-314), USGS map with site marked and photographs with directions marked, and bright orange exemption request card.

RESOURCE PROTECTION STUDY (PDS-374)

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Slope analysis (2 copies).

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Encroachment/Open Space Map (2 copies).
a) septic/leach lines; b) feasible grading; c) flood plain; d) proposed lot lines

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Density calculation, if applicable.

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Preliminary Flood Plain Evaluation (PDS-394).

LEGAL DESCRIPTION

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A typed legal description of the area to be rezoned must accompany the application.

PLOT PLANS

YES NO
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Legible prints.

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Copies: see coversheet of application; folded to 8 ½" X 11" with lower right-hand corner exposed
The plot plan may be assessor's sheets indicating the surrounding zones.